

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

February 29, 2000

FROM: **CATHY CIMBALO**, Director
Department of Children's Services

SUBJECT: POSITION CLASSIFICATIONS

RECOMMENDATION: Approve reclassification of the following vacant positions from Transcriber Typist I, Clerical Unit, R29, to Clerk III, Clerical Unit, R30:

00712	06642	06653
05178	06645	06655
05180	06646	14422
		14423

BACKGROUND INFORMATION: The Transcriber Typist (TT) Classification formats and types reports to the Juvenile Court from written drafts created by the Department of Children's Services social workers. The statewide computerized case documentation system, CWS/CMS, has increased direct input of data into the system by the social worker. Social Worker direct development of court reports utilizing Clerk III unit clerks has reduced the need for TTs whose primary function is the typing of court reports.

Additionally, CWS/CMS has increased the need for clerical staff who perform a variety of tasks in support of social workers. Reclassifying these vacant TT positions to the more flexible Clerk III Classification increases the number of unit clerks available who can perform all clerical tasks necessary for the maintenance of a unit's efficient work flow.

REVIEW BY OTHERS: This recommendation has been reviewed by the County Administrative Office and the Human Resources Department.

FINANCIAL IMPACT: There is minimal financial impact as a result of this action. The annualized salary increase at Step 5 for one position reclassified from R29 to R30 is \$561.60. The annualized salary increase for ten reclassified positions is \$5,616. Salary savings projected in the HSS Administrative Budget offset the need for additional appropriations in FY 1999/2000. Adequate appropriations for this action have been included in the Department's FY 1999/2000 budget.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: CATHY CIMBALO, Director

Record of Action of the Board of Supervisors